Little Boston Meeting Space Interest Form

Thank you for your interest in booking a room at the Little Boston branch of Kitsap Regional Library. Library service at this location is made possible through partnership with the Port Gamble S’Klallam Tribe. In order to ensure our spaces are accessible to the diverse needs of our community, individuals and organizations may be limited in the number of reservations accepted each calendar year. Bookings for the next calendar year will open November 1.

The Little Boston meeting room is available for use during regular library hours and has a maximum capacity of 30. It includes the following amenities:

- Up to 4 rectangular tables (each seating 4)
- 30 chairs
- Sink

To reserve the meeting room, complete this form and return it to the Little Boston location or email it to LBreserve@krl.org. We will respond to your request within two business days.

Organization _____________________________________________________________________________________
Contact Name ____________________________________ Phone (___) _____________________________________
Email ____________________________________________________________________________________________
Alternate Contact Name _____________________________________________________________________________
Phone __________________________________________________________________________________________
Email ____________________________________________________________________________________________
Address _________________________________________________________________________________________
Date of Event (s) __________________________________________________________________________________
Time of Events (s), including set up and take down _____________________________________________________________________________________________
Estimated Attendance __________________________________________________________________________________

I ___________________________________________________________ ________________________
(print name of individual or organizational designee)

I have reviewed Kitsap Regional Library’s Meeting Room Policy and Standards for Patron Conduct, and agrees to abide by the provisions stated therein. I understand that Kitsap Regional Library is not responsible for and will not be held liable for any injuries or damages that the individuals or organizations attending the meeting may experience when using the facility.

(Signature) _______________________________________________________________________________________
(Date) _______________________________________________________________________________________

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